



Procedures for the Procurement of IT Goods and Services by Agencies transitioned to VITA

EFFECTIVE DATE: 07/01/04

PURPOSE: These procedures outline the steps necessary for Agencies transitioned to VITA to successfully requisition, procure, receive and pay for in-scope information technology (IT) goods and services. The acquisition of all in-scope IT goods and services is the responsibility of VITA's Supply Chain Management Directorate (SCM). The list of in-scope IT goods and services is maintained on VITA's website.

SCOPE: All Agencies transitioned to VITA.

PROCEDURES:

The following steps should be followed to ensure successful acquisition of in-scope IT goods and services:

- Agency determines need/business case for IT hardware, software and/or services
- Agency determines funding source and availability
- Agency performs internal approval process
- Agency enters all requisitions into eVA. Requisitions will be entered into eVA directly or imported from an agency system that provides at least the minimum information necessary to process the requisition. This applies to all requisitions regardless of value. Agency may delegate key entry to on-site VITA personnel
 - For requests equal to or greater than \$100,000 an APR (agency procurement request) must be completed and attached to the electronic requisition.
- For this procedure, requisitions should contain only in-scope IT goods and services. It may contain multiple products and/or services to be provided by different suppliers
- The requisition will not require technical review by VITA
- Agency Pcards are not to be used for the acquisition of in-scope IT goods and services. VITA issued Pcards may be used to purchase incidental items in support of the Agencies
- The Agency IT Resource (AITR) or their designee must review and approve the requisition in eVA. The AITR is responsible for review/approval of:
 - All proper agency approvals
 - agency funding source and availability
 - cost centers/accounting codes to ensure proper billing by VITA and expense classification
 - use of "V-code" in the PO Category code field to designate the item(s) as in-scope
 - proper "ship to" address
 - ensure "bill-to" address is VITA
 - ensure TSR (telecom service request) process continues to be used for telecom services and goods that currently follow through the TSR process

- If the requisition is equal to or greater than \$100,000, it will be routed to VITA's SMS group to obtain appropriate approval. If the APR has been approved prior to submitting the requisition in eVA, provide supporting documentation and reference approval number. Upon approval SMS will approve the requisition electronically to allow for continued processing
- Upon approval, the requisition will move into the procurement phase
- For orders under \$100,000, Agencies should utilize eVA contract catalogs, existing statewide or VITA contracts (which include contracts transitioned from Agencies) in order to leverage volume and expedite processing of requisitions.
- If not on an eVA contract catalog or statewide contract and a quote, bid, sole source or sourcing of a new supplier or new contract is required, VITA's procurement policies and procedures will be followed. If this is the case, the requisitioner is to check the "send to procurement" box on the requisition header to ensure it is sent to VITA SCM. Upon completion of the necessary action, the requisition will be turned into a purchase order (DO)
- eVA will submit the purchase order (DO) to the supplier based on eVA's existing procedures
- The supplier will ship goods or provide services as provided for on the purchase order (DO)
- Upon acceptance of the order by the Agency, the receiving location shall enter timely receipt of goods or services into eVA. If what is received differs from what was ordered, the receiving location will initiate resolution with the supplier. Any change orders necessary to resolve will be entered into eVA by the Agency. If the receiving location is unable to resolve the issue with the supplier it should be escalated to VITA's Supply Chain Management group.
- VITA will export purchase order (DO) and receiving information from eVA to its financial system in order to perform a three way match with the supplier's invoice for processing of payment
- Upon payment of the supplier invoice, VITA will register the asset and "direct bill" the Agency for the goods and/or services based on the payment amount plus VITA's administrative fee. The bill will come as a monthly IAT with order numbers and detailed line items for reconciliation with eVA reporting
- Agencies receiving supplier invoices for in-scope goods or services ordered after their transition date, should forward the invoices to VITA accounts payable department for processing. Please refer to the VITA invoice handling procedures for further information

ASSOCIATED POLICIES AND PROCEDURES:

- Procurement of IT Goods and Services by Agencies transitioned to VITA
- eVA Requisitioning and Receiving Procedures
- Agency Invoice Handling Procedure
- Small Purchase Charge Card Policy

AUTHORITY

REFERENCE:

Code of Virginia §2.2-2005 through §2.2-2013
Code of Virginia §2.2-2005 through §2.2-4301